



JOB DESCRIPTION

Position Title: **Program Manager**

Working Title: **Purchasing Supervisor**

Class Code: 4919

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional and supervisory work responsible for the daily operations of the Purchasing Division.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assists in the development and implementation of operating policies, procedures and programs affecting efficient service delivery through a centralized purchasing operation.

Directs the daily staff work activities to include: the procurement of all supplies, services, equipment, materials, construction/contract program management, and real/tangible property control/disposal.

Develops standardized bid documents and purchasing forms.

Assists in the planning and development of short and long range goals for the division. Assists in the preparation of the division's annual budget.

Performs on-going analysis of service delivery measurements, monitors legislative changes impacting the purchasing function, reviews user departmental requirements and conducts staff/user/vendor training.

Assists the Purchasing Manager to insure that all purchases made are in accordance with Florida Statutes, the County Purchasing Code, and internal procedures.

Initiates and effectively recommends, to division manager, hiring, performance evaluation, termination, disciplinary and/or commendatory actions of assigned personnel. Represents the Purchasing Manager in his/her absence at all scheduled meetings, conferences, etc.

Prepare invitations to bid for procurements.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of governmental purchasing procedures methods including: supplies, equipment, professional services, construction contracts, and fixed assets. Considerable knowledge of modern principles and practices of management and its application to governmental procurement. Considerable knowledge of applicable Federal, State and local purchasing regulations.

Considerable ability to manage and make independent judgments as to the daily activities of a large central purchasing operation. Ability to communicate effectively, both orally and in writing, with vendors, department directors/managers, architects, engineers, contractors, and management. Ability to organize, schedule, expedite and set work priorities for division and assigned staff. Ability to utilize an automated purchasing system.

Bachelor's Degree in Business or Public Administration, or closely related field; and three (3) years progressively responsible management experience in governmental procurement, to include two (2) years supervisory experience; or an equivalent combination of related training and experience. Preference will be given to individuals possessing certification as a Certified Purchasing Manager (C.P.M.) and/or Certified Public Purchasing Officer (CPPO).

Pursuant to Florida Statutes, Chapter 112, incumbent must annually file "Form 1 Limited Financial Disclosure" in the County of their residence.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

